

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel ✓
Director of Security
Director of Training

FROM : Michael J. Malanick
Associate Deputy Director for Administration

SUBJECT : Uniform Promotion System

REFERENCE : Multiple Addressee Memo from A/DDA, dated
13 October 1978, same subject (DD/A 78-1378/25)

1. A number of questions have been asked about the instruction in reference memorandum which stated that employees ranked in the lowest ten percent of a competitive group should be made aware of their relative low standing.

2. This was suggested as a mechanism for alerting officers who, because of poor performance or other identifiable problem, were not meeting minimum work standards. It was not envisioned as being a requirement in cases where such standing was based on a forced numerical low ranking despite proficient performance.

3. The responsibility for making such distinctions will remain with the Heads of the DDA Sub-groups.

STATINTL

Distribution:

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DDA/CMO: [] jls(31 Oct 78)

[]
Michael J. Malanick

13 October 1978

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As the Directorate commences its implementation of the Uniform Promotion System, there is need to address two aspects of the System and the approach that must be taken to insure DDA-wide uniformity.

A. Notification of Low Ranking

Although most of the DDA Sub-groups rank their careerists on a numerical basis within each competitive group, the option to simply assign an evaluative descriptor (HP, MD, etc.) and list officers alphabetically within that category is available if that system is preferred. However, if that option is chosen, sub-groups must numerically identify the lowest ten percent of officers in each competitive group. This is not meant to alter the requirements concerning STATINTL certain actions affecting officers ranked in the lowest three percent.

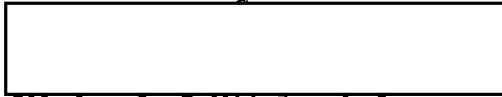
Those employees who rank in the lowest ten percent of each competitive group should be made aware of their relative low standing. Sub-groups should insure that counselling, including suggestions for remedial action, be afforded those individuals who are so identified.

B. Ranking and Promotion of GS-15 Officers

In paragraph four of the multiple addressee memorandum from the DDA/CMO on the Uniform Promotion System dated 11 August 1978, mention was made of providing additional information on the SPRB's evaluation of GS-15 officers.

Sub-groups will continue to be responsible for evaluating their own GS-15 officers for Value to the Service. In order to avoid any question of a body other than the SPRB recommending officers for promotion to GS-16, a new DDA evaluative procedure is being introduced. Henceforth, sub-groups will no longer numerically rank GS-15 officers (except as required for the lowest 10 percent) but will simply assign each an evaluative descriptor. Sub-groups are urged to support these evaluations by including in the record a comment which addresses each officer's strengths, weaknesses, suggestions for assignments and training and other appropriate issues. While this need not be done during each evaluation, it seems prudent to do so annually. These remarks would serve as the substantive base for career development counselling.

The SPRB will convene semiannually (October or November and April or May) for the purpose of making recommendations for promotion of GS-15 DDA officers to the supergrade level. STATINTL


Michael J. Malanick

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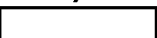
1 - Each Add Adse

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DDA/CMO:  jls (12 Oct 78)

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	ACTION	DIRECT REPLY	PREPARE REPLY
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Remarks: <p>ADDA says that GS-15 employees ranked in lower 10% do not have to be alerted unless they have problem pr because of poor performance.</p> <p style="text-align: center;">K</p>			
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